

PLAN FOR SERVICES

ADRC (Aging and Disability Resource Center) Nebraska

OVERVIEW

This Plan for Services is submitted by the Aging Office of Western Nebraska (AOWN), Aging Partners (AP), Blue Rivers Area Agency on Aging (Blue Rivers), the Eastern Nebraska Office on Aging (ENOA), Midlands Area Agency on Aging (Midlands), Northeast Nebraska Area Agency on Aging (NENAAA), and South Central Nebraska AAA (SCNAAA), hereinafter jointly referred to as ADRC Nebraska. We are pleased to submit this plan in collaboration with organizations instrumental in providing information, guidance and instruction including the University Center for Excellence in Developmental Disability Education, Research and Service of the Munroe-Meyer Institute at UNMC, Nebraska VR, Disability Rights Nebraska, League of Human Dignity, Easterseals Nebraska, The Arc of Nebraska, and Brain Injury Alliance of Nebraska. These agencies are referred to as Disability Partners and have signed a memorandum of understanding (MOU) to collaborate and work with the ADRC Nebraska in the further development and implementation of ADRC Nebraska.

The purpose of this plan is to promote appropriate, effective and efficient use of long-term care resources, serving as an ADRC as outlined in LB793. As such, we will provide:

- Comprehensive information on the full range of available public and private long-term care programs, options, service providers, and resources within a community, including information on the availability of integrated long-term care;
- Assistance to individuals in assessing their existing or anticipated long-term care needs,
- Development and implementation of individualized person-centered plans for long-term care designed to meet an individual's specific needs and circumstances; and,
- Assistance to individuals in accessing the range of publicly-supported long-term care programs for which individuals may be eligible, by serving as a convenient point of entry for such programs.

The Opportunity

ADRC Nebraska is a convenient point of entry to the range of publicly supported long-term care programs for an eligible individual. We are designed to serve as highly visible and trusted places available in communities where people of all ages, incomes, and disabilities can get information and counseling on the full range of Long-Term Care (LTC) options. The overall goal is to enhance the existing infrastructure by creating

single points of entry at the local level to increase eligible individuals' access to information and services for LTC care and supports in a comprehensive, flexible, and cost-effective manner by:

- Reaching and serving elderly people and people with disabilities, regardless of their income, health condition and long-term care needs by providing information and assistance to promote health, safety and independence;
- Providing reliable, objective information about a broad range of community resources of interest to the elderly and people with disabilities; and,
- Enabling people to make informed, cost-effective decisions about LTC and delaying or preventing the need to apply for public assistance to pay for LTC services.

The Solution

ADRC Nebraska offers a coordinated system for providing:

- Comprehensive information on available public and private LTC programs and services;
- Options Counseling to assist eligible individuals in the development of a LTC plan of services and supports;
- Access to the range of publicly-supported LTC programs for which consumers may be eligible;
- A convenient point of entry for available resources and referrals; and,
- Partnerships with disability organizations that specialize in serving persons with congenital and acquired disabilities.

OUR PLAN

ADRC Nebraska Action Plan 1/1/19 to 7/1/20

The ADRC Nebraska Action Plan 1/1/19 to 7/1/20 (Attachment 1) is the creation of the ADRC Leadership Team. The ADRC Leadership Team consists of the AAA Directors, Disability Partners, and Fritz & O'Hare Associates. The Action Plan is current until July 2020. It will be updated on an annual basis.

The purpose of the Action Plan is to outline strategies to improve the delivery of ADRC services and implement the delivery of ADRC services by Disability Partners. Additionally, the plan includes work with the SUA on the development and implementation of Medicaid Administrative Claiming. Action plan goals include the following:

Goal 1: Consistent language that clearly identifies AAAs and Disability Partners as part of the ADRC is developed and documented.

Goal 2: An ADRC model integrating Disability Partners into the delivery of ADRC services (Information & Referral and Options Counseling- currently being delivered solely by AAA) is created.

Goal 3: ADRC Statewide Advisory Committee continues to provide advice and support on ADRC operations and outcomes.

Goal 4: Current outreach plans and efforts for educating consumers, caregivers, state and local providers, and advocacy organizations on ADRC services are built upon to include Disability Partners.

Goal 5: The ADRC online resource database is accurate and up-to-date.

Goal 6: Disability Partner & AAA staff providing ADRC services are trained in the consistent and uniform delivery of ADRC services.

Goal 7: Disability Partners perform ADRC functions and/or services as identified in their individualized contracts with NE4A.

Goal 8: Individuals are seamlessly and confidentially referred to local providers and community resources/services through Disability Partners & AAAs.

Goal 9. All calls coming to AAAs and Disability Partners route through a customized process.

Goal 10. ADRC service documentation (on the dashboard, I&R Plans, and Action Plans) is complete, accurate, and timely.

Goal 11: ADRC services and materials are accessible to all individuals in alternate formats and languages.

Goal 12: Referral sources utilize ADRC services to assist consumers.

Goal 13. The ADRC is financially stable, including pursuing Medicaid administrative claiming.

ADRC Direct Services Provision

ADRC Nebraska will offer the following ADRC services, as defined in the State Unit on Aging Program Reference Guide:

40. Information & Referral

41. Options Counseling

Additionally, ADRC Nebraska will explore implementing the following ADRC services as defined in the State Unit on Aging Program Reference Guide:

- 42. Transitional Options Counseling
- 43. Benefits Assistance
- 44. Mobility Training
- 45. Point of Entry
- 46. Unmet Need
- 47. Home Care Provider Registry

ADRC Medicaid Administrative Claiming

ADRC Nebraska will work with the SUA to develop and implement Medicaid Administrative Claiming, also known as Federal Financial Participation (FFP).

ADRC Partnerships

It is the intent of the Nebraska Legislature that ADRC Nebraska serves as an ongoing component of Nebraska's LTC care continuum and that ADRC sites coordinate and establish partnerships as necessary with organizations specializing in serving aging persons and persons with disabilities to provide the services described in the Act.

Currently, the only agencies providing ADRC services are the AAAs, as established in the pilot project. However, moving forward, the legislation (LB793) identifies the need to engage agencies currently serving eligible individuals in the process. In 2018, we provided an opportunity for disability agencies to join the ADRC Nebraska efforts through discussions at the ADRC State Advisory Committee. All agencies who stepped forward are engaged as partners (Disability Partners). We have renewed our engagement with the Disability Partners by way of a MOU (Attachment 2). MOU wording was negotiated between the Disability Partners and the AAAs.

ADRC Nebraska will continue to partner and collaborate with the DHHS Medicaid Long Term Care Division, Disability Partners, and other agencies and organizations instrumental in providing information, guidance and instruction. As expectations for services deliverable by the individual Disability Partners are established through collaboration and partnership discussions, available funding may be available to Disability Partners when defined ADRC service(s) are provided and information/units submitted to the ADRC software. The funding may be equally divided among the Disability Partners providing ADRC services.

Disability Partners that decide to provide ADRC services will be required to have staff trained in those services. Disability Partners will be engaged in designing operational processes and training. They will:

- a. Accept referrals, provide appropriate ADRC services (information & referral or options counseling to be determined by each respective agency).
- b. Provide data in the appropriate ADRC software.
- c. Provide comprehensive information to empower eligible individuals to make informed choices regarding long-term care services and supports.
- d. Ensure that the ADRC is an ongoing component of Nebraska's LTC continuum and that ADRC sites coordinate and establish partnerships with organizations specializing in serving aging persons and persons with congenital and acquired disabilities.
- e. Promote a convenient point of entry to eligible individuals seeking information and access to LTC services and supports.
- f. Explore opportunities for sustainability of the Nebraska ADRC.

Disability Partners' specific roles and responsibilities according to the ADRC Partnership Plan include the following:

1. Responsibilities

- a. Each Partner will actively support awareness of the ADRC. This may include dissemination of materials, outreach, education, and marketing efforts, including ADRC information on websites and Facebook pages.
- b. Partners will act as a referral resource.
- c. Partners will participate in the State Advisory Council and/or local Advisory Council meetings and Joint Leadership Team, as well as other committee meetings.
- d. Partners will work together to provide training and education among peers, providers and consumers.
- e. Partners will provide a link to their organization's state or national website for the ADRC website, as a resource for referrals, and to increase the information available to consumers seeking more detailed information.
- f. With the goal of establishing a comprehensive ADRC in Nebraska and recognizing the ADRC initiative as a "work in progress", the partners will participate in on-going meetings in the development of: outreach plans, marketing plans, reviewing other States' ADRC programs, ADRC services, and Federal Matching Funds.

2. Online LTC Services Support

- a. Each Partner will review the ADRC website (Nebraska.networkofcare.org) for accuracy and provide input and updates, as necessary.
- b. Each Partner will link to the Information Pages and display the Nebraska ADRC Partnership logo on its home web page.

The plan will progress to include the process and procedure and sharing of resources with Disability Partners as outlined in the MOU. The formal contract between each Disability Partner will define the services expected and the funds available to support provision of those services.

TECHNICAL RESOURCES

The following are technical resources which are utilized as operational tools by ADRC Nebraska staff. These tools will continue to evolve as ADRC Nebraska grows and improves:

- Network of Care or Other State Authorized Tool - An interactive Web portal that provides comprehensive information that can be utilized by those seeking information about available services, supports, and resources
- ADRC Operations Manual, Forms Manual, Dashboard Manual – manuals used by ADRC staff and cover everything from intake procedures to informed choices
- Statewide trainings for ADRC staff on disability and aging resources
- State and Local Advisory Councils
- In-house lending library, DVDs, CDs, etc.

ADRC DELIVERABLES

ADRC Nebraska will provide the deliverables as outlined in the ADRC Nebraska Action Plan. (Attachment 1)

FUNDING

AOWN, AP, Blue Rivers, ENOA, Midlands, NENAAA and SCNAAA have each submitted ADRC budgets in their respective approved Area Plans. The following are additional funding allocations.

- Fritz & O'Hare Associates: AOWN, AP, Blue Rivers, ENOA, Midlands, NENAAA and SCNAAA will each provide funding to NE4A in the amount of \$11,285.71 for the

purpose of contracting with Fritz & O'Hare to provide organization, coordination, training, and oversight of the operations of ADRC Nebraska.

- Disability Partners: Additionally, AOWN, AP, Blue Rivers, ENOA, Midlands, NENAAA and SCNAAA will reserve \$5,714.29 for reimbursement of services delivered by the Disability Partners as those services are developed and delivered, as outlined in the MOU, attached hereto.

MOUs can be cancelled at any time with written notice from either party. Lack of funding will be a determining factor by NE4A in allowing for any of the MOUs to continue past funded periods.

Attachment 1. ADRC Action Plan 1/1/19 to 7/1/2020

Nebraska Aging and Disability Resource Center (ADRC) Mission: The mission of the NE ADRC is to support seniors, persons with disabilities, their families and caregivers by providing useful information, assistance, and education on community services and long-term care services and support options while at all times respecting the rights, dignity and preferences of the individual.

Nebraska ADRC Target Population: Eligible individual means a person “who has lost, never acquired, or has one or more conditions that affect his or her ability to perform basic activities of daily living that are necessary to live independently.” (LB 793)

ADRC Partnerships: The Nebraska Association of Area Agencies on Aging (NE4A) membership includes the Aging Office of Western Nebraska, Aging Partners, Eastern Nebraska Office on Aging, Blue Rivers Area Agency on Aging, Northeast Nebraska Area Agency on Aging, South Central Nebraska Area Agency on Aging, and Midland Area Agency on Aging. NE4A has established partnerships with the following organizations that serve individuals with congenital and acquired disabilities to operate as ADRC Disability Partners:

- Arc of Nebraska
- Brain Injury Alliance of Nebraska
- Disability Rights Nebraska
- Easterseals Nebraska
- League of Human Dignity
- Munroe-Meyer Institute at UNMC
- Nebraska VR (Vocational Rehabilitation)

Additionally, NE4A contracts with Fritz & O'Hare Associates to serve as ADRC Project Coordinators.

Overview

The Nebraska ADRC Action Plan is designed to advance the NE ADRC pilot created in 2016 legislation (LB320) to permanent status, as promulgated in 2018 legislation (LB 793). The experience, lessons learned, work teams, procedure documentation (ADRC Operations Manual, ADRC Dashboard Manual, ADRC Forms Manual) and agency-specific protocols developed during the NE ADRC pilot project will be built upon to further develop the NE ADRC.

Of utmost importance is the LB 793 requirement to “establish a partnership with one or more lead organizations that specialize in serving persons with congenital and acquired disabilities.” To that end, the NE4A has established a partnership with the agencies (ADRC Disability Partners) listed above.

An ADRC Leadership Team (AAAs, Disability Partners, Project Coordinators) are jointly developing this NE ADRC Action Plan and what follows is the work accomplished as of October 2018. The Leadership Team will continue to refine and revise the Action Plan in upcoming months and begin work on goals/actions steps within stated timelines.

Definitions

- ADRC: “A community-based entity established to provide information about long-term care services and support and to facilitate access to options counseling to assist eligible individuals and their representatives in identifying the most appropriate services to meet their long-term care needs.” (LB 793)
- ADRC Leadership Team: AAA Directors, Disability Partners, Project Coordinators
- ADRC Statewide Advisory Committee: Committee established to provide on-going advice and support to the ADRC; membership inclusive of state agencies, advocacy organizations, consumer representatives, AAA Directors, and disability partners
- Community Resources/Services: Resources and services available at the local level
- Dashboard: Software program administered by the State Unit on Aging (SUA) used to record consumer information and ADRC service delivery
- Disability Partners: Agencies who have signed on as ADRC partners-Arc of Nebraska, Brain Injury Alliance, Disability Rights Nebraska, Easterseals Nebraska, League of Human Dignity, Munroe Meyer Institute, Nebraska VR,
- Local providers: providers of aging and disability services at the local level
- Options Counseling: “A service that assists an eligible individual in need of long-term care and his or her representatives to make informed choices about the services and settings which best meet his or her long-term care needs and that uses uniform data and information collection and encourages the widest possible use of community-based options to allow an eligible individual to live as independently as possible in the setting of his or her choice.” (LB 793)

Abbreviations

- AAA: Area Agency on Aging
- ADRC: Aging and Disability Resource Center
- I&R: Information & Referral
- NE4A: Nebraska Association of Area Agencies on Aging
- SUA: State Unit on Aging

ADRC Goals

Goal 1: Consistent language that clearly identifies AAAs and Disability Partners as part of the ADRC is developed and documented. Estimated Completion Date: 2/1/19

Goal 2: An ADRC model integrating Disability Partners into the delivery of ADRC services (Information & Referral, Options Counseling- currently being delivered solely by AAA) is created. Estimated Completion Date: 4/1/19

Goal 3: ADRC Statewide Advisory Committee continues to provide advice and support on ADRC operations and outcomes. Estimated Completion Date: 5/1/19

Goal 4: Current outreach plans and efforts for educating consumers, caregivers, state and local providers, and advocacy organizations on ADRC services are built upon to include Disability Partners. Estimated Completion Date: 7/1/19

Goal 5: The ADRC online resource database is accurate and up-to-date. Estimated Completion Date: 7/1/19

Goal 6: Disability Partner & AAA staff providing ADRC services are trained in the consistent and uniform delivery of ADRC services. Estimated Completion Date: 9/1/19

Goal 7: Disability Partners perform ADRC functions and/or services as identified in their individualized contracts with NE4A. Estimated Completion Date: 10/1/19

Goal 8: Individuals are seamlessly and confidentially referred to local providers and community resources/services through Disability Partners & AAAs. Estimated Completion Date: 10/1/19

Goal 9. All calls coming to AAAs and Disability Partners route through a customized process. Estimated Completion Date: 10/1/19

Goal 10. ADRC service documentation (on the dashboard, I&R Plans, and Action Plans) is complete, accurate, and timely. Estimated Completion Date: 10/1/19

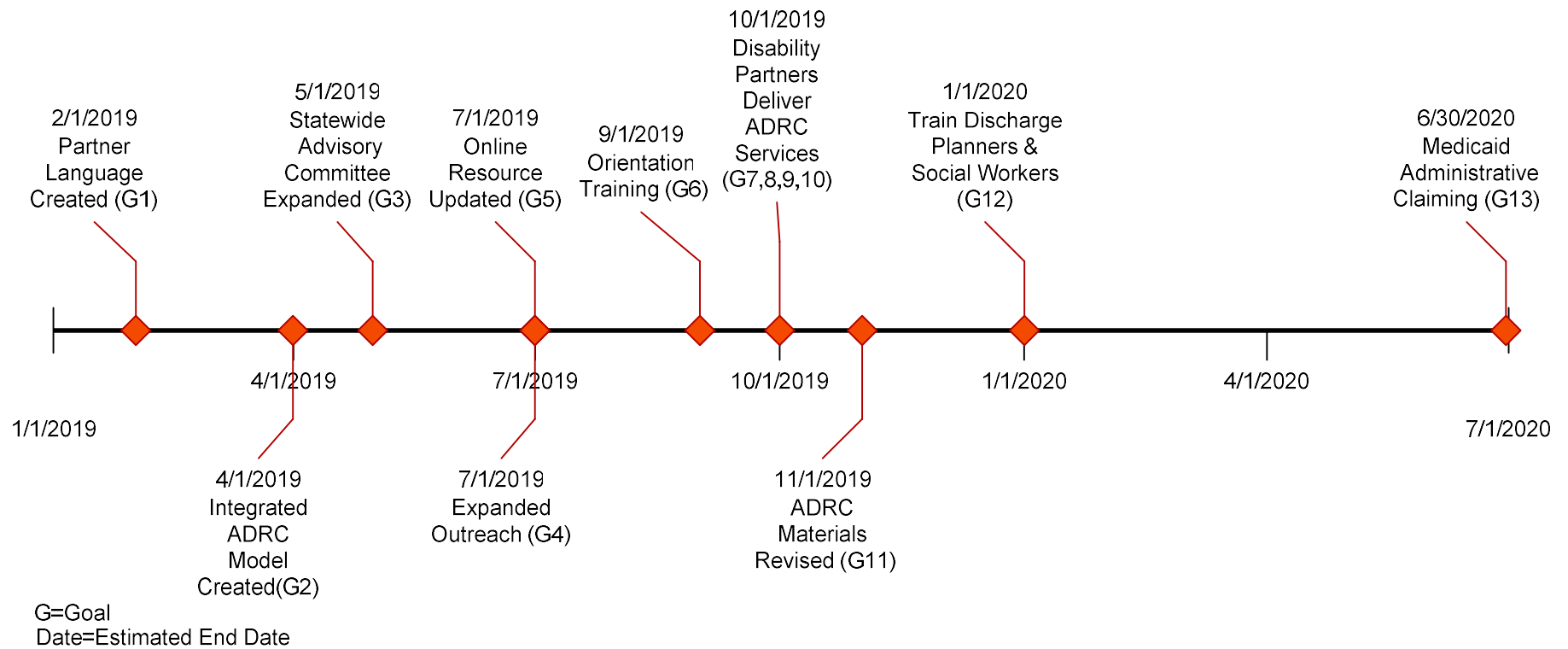
Goal 11: ADRC services and materials are accessible to all individuals in alternate formats and languages. Estimated Completion Date: 11/1/19

Goal 12: Referral sources utilize ADRC services to assist consumers. Estimated Completion Date: 1/1/20

Goal 13. The ADRC is financially stable, including pursuing Medicaid administrative claiming. Estimated Completion Date: 9/1/19

ADRC Milestones & Timeline

Figure 1 ADRC Milestones & Timelines



Goal 1: Consistent language that clearly identifies AAAs and Disability Partners as part of the ADRC is developed and documented. Estimated Completion Date: 2/1/19

Action Steps	Lead	Timeline
1.1 Explore ADRC language other states are using when referring to AAAs and Disability Partners	ADRC Leadership Team	1/1/19
1.2 Discuss the language as it relates to the incorporation of Disability Partners into the delivery of ADRC services	ADRC Leadership Team	2/1/19
1.3 Adopt language	ADRC Leadership Team	2/1/19
1.4 Document language and include in ADRC Operations Manual	ADRC Project Coordinators	7/1/19

Goal 2. An ADRC model integrating Disability Partners into the delivery of ADRC services (Information & Referral, Options Counseling- currently being delivered solely by AAA) is created. Estimated Completion Date: 4/1/19

Action Steps	Lead	Timeline
2.1 Research other states to identify how agencies delivering disability services and aging services are integrated in the delivery of ADRC services.	ADRC Leadership Team	1/1/19
2.2 Discuss results with ADRC Leadership Team.	ADRC Leadership Team	1/1/19
2.3 Develop model integrating the delivery of ADRC Services with AAA & Disability Partners	ADRC Leadership Team	3/1/19
2.4 Present model to key stakeholders and obtains buy-in	ADRC Leadership Team	4/1/19
2.5 Document developed model in the ADRC Operations Manual	ADRC Project Coordinators	7/1/19

Goal 3: ADRC Statewide Advisory Committee continues to provide advice and support on ADRC operations and outcomes. Estimated Completion Date: 5/1/19

Action Steps	Lead	Timeline
3.1 Define role of Advisory Committee and Leadership Team	ADRC Leadership Team	2/1/19

Action Steps	Lead	Timeline
3.2 Review Advisory Committee membership & revise/recruit members.	ADRC Leadership Team	3/1/19
3.3 Orient Advisory Committee Members	Project Coordinators	5/1/19
3.4 Discuss current quarterly meeting schedule & decide upon meeting schedule going forward	ADRC Leadership Team	2/1/19
3.5 Discuss potential meeting locations & decide upon location going forward	ADRC Leadership Team	2/1/19

Goal 4: Current outreach plans and efforts for educating consumers, caregivers, state and local providers, and advocacy organizations on ADRC services are built upon to include Disability Partners. Estimated Completion Date: 7/1/19

Action Steps	Lead	Timeline
4.1 Develop Charter for Outreach Team	ADRC Leadership Team	3/1/19
4.2 Seek membership for Outreach Team including representatives from SUA, Statewide Advisory Committee, Disability Partners, Consumers, AAAs	Project Coordinators	4/1/19
4.3 Build upon Outreach Plan to include state and local events such as presentations at conferences, meetings and distribution of printed materials and website postings	ADRC Outreach Team	5/1/19
4.4 Develop printed material and distribute at state and local level	ADRC Outreach Team	6/1/19
4.5 Implement Outreach Plan	ADRC Outreach Team	7/1/19
4.6 Track outreach activities & report to ADRC Leadership Team	Project Coordinators	7/1/19

Goal 5: The ADRC resource database is accurate and up-to-date. Estimated Completion Date: 7/1/19

Action Steps	Lead	Timeline
5.1 Develop protocol for reviewing online resource database	Quality Assurance Team	3/19
5.2 Implement protocol for reviewing online resource database	AAAs & Disability Partners	4/19

Action Steps	Lead	Timeline
5.3 Monitor online resource database reviews	Quality Assurance Team	Ongoing
5.4 Submit changes to SUA	AAAs & Disability Partners	Ongoing
5.5 Document protocol in existing Operations Manual		7/19

Goal 6: Disability Partner & AAA staff providing ADRC services are trained in the consistent and uniform delivery of ADRC services. Estimated Completion Date: 9/1/19

Action Steps	Lead	Timeline
6.1 Seek representatives from Disability Partners to join the existing ADRC Training Team	Project Coordinators	3/1/19
6.2 Establish core competencies for staff delivering ADRC services	ADRC Training Team	4/1/19
6.3 Review current orientation and continuing education training opportunities being provided at agency level	ADRC Training Team	4/1/19
6.4 Research additional training opportunities	ADRC Training Team	5/1/19
6.5 Develop ADRC orientation & continuing education training requirements	ADRC Training Team	6/1/19
6.6 Train staff, as needed	Project Coordinators	9/1/19
6.7 Document orientation & continuing education requirements in existing ADRC Operations Manual	ADRC Training Team	7/1/19

Goal 7: Disability Partners perform ADRC functions and/or services as identified in their individualized contracts with NE4A. Estimated Completion Date: 10/1/19

Action Steps	Lead	Timeline
7.1 Discuss core functions (training, Quality Assurance, Consumer Review, Resource Database, Outreach, etc.) each individual Disability Partner will perform	ADRC Leadership Team	5/1/19

Action Steps	Lead	Timeline
7.2 Discuss ADRC services (I&R & OC) each Disability Partner will perform	ADRC Leadership Team	5/1/19
7.3 Develop protocols for cross-referrals between Disability Partners delivering ADRC services & AAAs	ADRC Leadership Team	7/1/19
7.4 Develop protocols for documentation (Dashboard & forms) requirements for Disability Partners delivering ADRC services	ADRC Leadership Team	7/1/19
7.5 Develop service delivery work flow incorporating Disability Partners into the current ADRC work flow	ADRC Leadership Team	7/1/19
7.6 Determine payment scale for service delivery by Disability Partners	NE4A & Disability Partners	8/1/19
7.7 Train Disability Partner and AAA staff on work flow and protocols	Project Coordinators	9/1/19
7.8 Train Disability Partner staff on ADRC delivery of services & documentation requirements (Dashboard & forms)	Project Coordinators	9/1/19
7.9 Provide Disability Partners with training on ADRC functions (Quality Assurance, Consumer Review, Resource Database, Outreach, etc.) so they can fulfill their roles in participating more fully in the ADRC	Project Coordinators	9/1/19
7.10 Revise existing ADRC Operations manual to reflect changes to work flow	Project Coordinators	10/1/19
7.12 Disability Partners begin delivering ADRC services and functions	Disability Partners	10/1/19

Goal 8: Individuals are seamlessly and confidentially referred to local providers and community resources/services through Disability Partners & AAAs. Estimated Completion Date: 10/1/19

Action Steps	Lead	Timeline
8.1 Strengthen existing protocols for referrals to local providers and community resources	AAAs	3/1/19
8.2 Review confidentiality practices	AAAs	3/1/19

Action Steps	Lead	Timeline
8.3 Revise protocols & practices as needed	AAAs	5/1/19
8.4 Strengthen existing protocols for referrals to local providers and community resources	Disability Partners	5/1/19
8.5 Review confidentiality practices	Disability Partners	5/1/19
8.6 Revise protocols & practices as needed	Disability Partners	7/1/19
8.7 Identify common referral sources	AAAs & Disability Partners	5/1/19
8.8 Meet with common referral sources to determine if formal agreement is necessary	AAAs & Disability Partners	6/1/19
8.9 Develop formal agreement, if needed	AAAs & Disability Partners	10/1/19

Goal 9. All calls coming to AAAs and Disability Partners route through a customized process. Estimated Completion Date: 10/1/19

Action Steps	Lead	Timeline
9.1 Create a work flow chart for incoming calls with written explanation	AAAs & Disability Partners	3/1/19
9.2 Train all staff on work flow chart	AAAs & Disability Partners	5/1/19
9.3 Research other states' screening tools	Quality Assurance Team	5/1/19
9.4 Research AAA current practice	Quality Assurance Team	5/1/19
9.5 Review SUA taxonomy & guidance	Quality Assurance Team	5/1/19
9.6 Develop flow chart	Quality Assurance Team	7/1/19
9.7 Train staff on flow chart	AAAs	9/1/19
9.8 Document in ADRC Operations Manual and Forms Manual	Project Coordinators	10/1/19

Action Steps	Lead	Timeline
9.9 Review case scenarios to determine which calls to route to Disability Partners	ADRC Leadership Team	7/1/19
9.10 Discuss specialty areas of Disability Partners	ADRC Leadership Team	7/1/19
9.11 Determine which calls will be transferred to which Disability Partners	ADRC Leadership Team	7/1/19
9.12 Develop protocols on transferring calls	Quality Assurance Team	8/1/19
9.13 Train staff on protocols	AAAs & Disability Partners	9/1/19
9.14 Implement transferring calls to Disability Partners	AAAs & Disability Partners	10/1/19
9.15 Document protocols in ADRC Operations Manual	Project Coordinators	10/1/19

Goal 10. ADRC service documentation (on the dashboard, I&R Referral Summary Form, and Action Plans) is complete, accurate, and timely.
Estimated Completion Date: 10/1/19

Action Steps	Lead	Timeline
11.1 Review how service is currently internally monitored & revise as needed	AAAs	5/1/19
11.2 Discuss with SUA what additional Dashboard reports are available to assist in Dashboard monitoring	AAAs	5/1/19
11.3 Document monitoring process	AAAs	7/1/19
11.4 Train Disability Partner staff on Operations, Dashboard & Forms Manuals	Project Coordinators SUA	9/1/19
11.5 Develop internal monitoring process for service documentation	Disability Partners	9/1/19
11.6 Discuss with SUA what Dashboard reports are available to assist in Dashboard monitoring	Disability Partners	9/1/19
11.7 Document monitoring process	Disability Partners	10/1/19

Action Steps	Lead	Timeline
11.8 Continue review of Action Plans, including Action Plans created by Disability Partners	Quality Assurance Team	Ongoing
11.9 Provide feedback to ADRC staff on Action Plans	Quality Assurance Team	Ongoing

Goal 11: ADRC services and materials are accessible to all individuals in alternate formats and languages. Estimated Completion Date: 11/1/19

Action Steps	Lead	Timeline
11.1 Define and develop specific standards for ADRC materials (i.e. different languages, accessible to visually and hearing impaired, reading levels)	Leadership Team	7/19
11.2 ADRC materials are developed in different languages	Leadership Team	11/1/19
11.3 ADRC materials are developed in accessible formats, including appropriate reading levels	Leadership Team	11/1/19

Goal 12: Referral sources utilize ADRC services to assist consumers. Estimated Completion Date: 1/1/20

Action Steps	Lead	Timeline
12.1 Develop a work group with members from AAAs, Disability Partners, and referral sources	ADRC Leadership Team	9/1/19
12.2 Develop training options	Work Group	11/1/19
12.3 Provide training to referral sources	AAAs & Disability Partners	1/1/20

Goal 13. The ADRC is financially stable, including pursuing Medicaid administrative claiming. Estimated Completion Date: 7/1/20

Action Steps	Lead	Timeline
13.1 Meet with MLTC staff on FFP process	AAAs	2/1/20

Action Steps	Lead	Timeline
13.3 Train staff on FFP	AAAs	3/1/20
13.4 Submit information on FFP to MLTC staff, as required	AAAs	4/1/20
Seek Other Funding Opportunities		
13.5 Research potential funding opportunities	ADRC Leadership & SUA	Ongoing
13.6 Pursue other funding opportunities as appropriate	ADRC Leadership & SUA	Ongoing

Attachment 2 Memorandum of Understanding (Disability Partners)

**Memorandum of Understanding
Between and Among
Nebraska Association of Area Agencies on Aging
And
The League of Human Dignity, The University of Nebraska Medical
Center Munroe-Meyer Institute, Nebraska Vocational Rehabilitation,
Brain Injury Alliance, Easter Seals Nebraska, ARC of Nebraska and
Disability Rights Nebraska.**

Purpose of Memorandum of Understanding

This Memorandum of Understanding (MOU) establishes the roles and responsibilities of the Nebraska Association of Area Agencies on Aging (NE4A) and partnering organizations that specialize in serving persons with congenital and acquired disabilities. Hereinafter, the term "Partners" shall mean NE4A and the named disability partners.

This MOU will be effective as of July, 2018, and will remain in effect until this MOU is updated and duly signed or until one or more parties terminates this MOU in writing. Any changes to this MOU must be made in writing and signed by all parties.

General Program Responsibilities

1. The Partners will work together to provide comprehensive information to empower eligible individuals to make informed choices regarding long-term care services and supports.
2. The Partners will work together to ensure that the ADRC is as an ongoing component of Nebraska's long-term care continuum and that ADRC sites coordinate and establish partnerships with organizations specializing in serving aging persons and persons with congenital and acquired disabilities.
3. The Partners will promote a convenient point of entry to eligible individuals seeking information and access to long-term care services and supports.
4. The Partners will explore opportunities for sustainability of the Nebraska ADRC.

Specific Roles and Responsibilities / ADRC Partnership Plan

1. Responsibilities

- a. Each Partner will actively support awareness of the ADRC. This may include dissemination of materials, outreach, education, and marketing efforts, including ADRC information on websites and Facebook pages.
- b. Partners will act as a referral resource.
- c. Partners will participate in the State Advisory Council and/or local Advisory Council meetings, as well as other committee meetings.
- d. Partners will work together to provide training and education among peers, providers and consumers.
- e. Partners will provide a link to their organization's state or national website for the ADRC website, as a resource for referrals, and to increase the information available to consumers seeking more detailed information.
- f. With the goal of establishing a comprehensive ADRC in Nebraska and recognizing the ADRC initiative is a "work in progress", the Partners will participate in on-going meetings in the development of:
 - outreach plans
 - marketing plans
 - reviewing other States' ADRC programs
 - ADRC services
 - Federal Matching Funds

3. Online Long Term Care Services Support

- a. Each Partner will review the ADRC website (Nebraska.networkofcare.org) functions for accuracy and provide input and updates, as necessary.
- b. Each Partner will link to the Information Pages and display the Nebraska ADRC Partnership logo on its home web page.

4. Funding

- a. Funding shall be available to disability partners when defined ADRC service(s) are provided and information/units submitted to the ADRC software. The funding shall be equally divided among the participating disability partners providing ADRC services.

- b. Partners may pursue Federal Matching Funds upon approval and assistance with DHHS.

5. Technical Resources

- a. Partners will collaborate and cooperate in working with the following technical resources: Network of Care, Statewide training on disability and aging resources, State Advisory Council and/or local Advisory Council meetings, and the ADRC Operations and Forms manuals.

Connie Cooper

Chairman, NE4A


7/12/18

Date

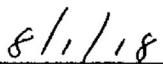
Signatures of the Partners of ADRC Nebraska are on Attachments A-G.

Attachment A

Signature page for the ADRC Plan and Memorandum of Understanding
between the
Nebraska Association of Area Agencies on Aging
and the
University Center for Excellence in Developmental Disability Education,
Research and Service of the Munroe-Meyer Institute



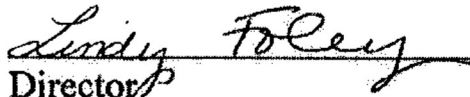
Director



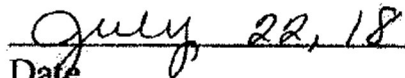
Date

Attachment B

Signature page for the ADRC Plan and Memorandum of Understanding
between the
Nebraska Association of Area Agencies on Aging
and
Nebraska Vocational Rehabilitation



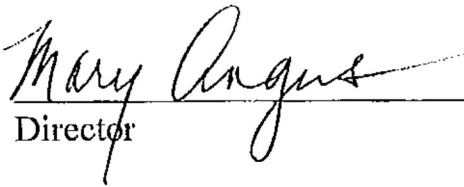
Director



Date

Attachment C

Signature page for the ADRC Plan and Memorandum of Understanding
between the
Nebraska Association of Area Agencies on Aging
and the
Disability Rights of Nebraska



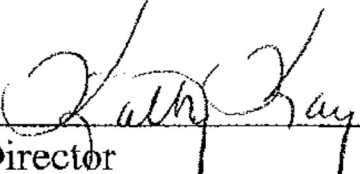
Director



Date

Attachment D

Signature page for the ADRC Plan and Memorandum of Understanding
between the
Nebraska Association of Area Agencies on Aging
and the
League of Human Dignity

 Co-CEO

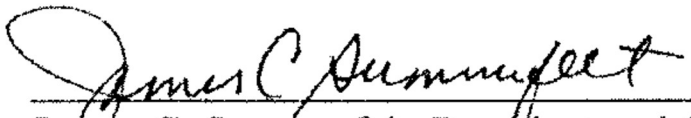
Director

7/26/18

Date

Attachment E

Signature page for the ADRC Plan and Memorandum of Understanding
between the
Nebraska Association of Area Agencies on Aging
and
Easterseals Nebraska



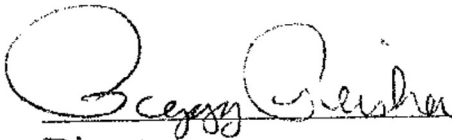
James C. Summerfelt, President and CEO

July 20, 2018

Date

Attachment F

Signature page for the ADRC Plan and Memorandum of Understanding
between the
Nebraska Association of Area Agencies on Aging
and the
Brain Injury Alliance of Nebraska



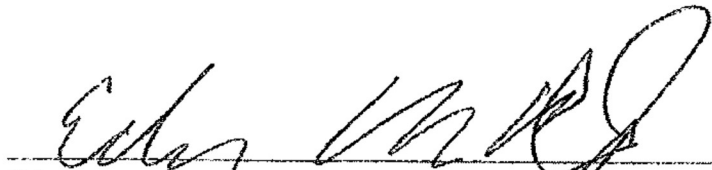
Director

7-12-18

Date

Attachment G

Signature page for the ADRC Plan and Memorandum of Understanding
between the
Nebraska Association of Area Agencies on Aging
and the
ARC of Nebraska



Director

9/29/18

Date